

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b> SUBJECT PRISONER PERSONAL PROPERTY	EFFECTIVE DATE 11/15/2004	NUMBER 04.07.112
	SUPERSEDES 04.07.112 (12/19/03)	
	AUTHORITY 791.203; 791.206; 800.42	
	ACA STANDARDS 2-CO-3A-O1; 3-ACRS-3D-06; 4-4276; 4-4292 through 4924; 4-4338; 4-4339; 4-4494	
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#### POLICY STATEMENT:

General population prisoners in a Correctional Facilities Administration (CFA) institution other than a reception facility or, if participating in the Special Alternative Incarceration Program, Camp Cassidy Lake shall be allowed to purchase and possess only that personal property which is authorized by this policy. All property shall be properly handled to guard against fire, safety and sanitation hazards and minimize the risk of property loss or damage.

#### RELATED POLICIES:

04.01.105	Reception Facility Services
04.05.120	Segregation Standards
04.07.110	State-Issued Items and Cell/Room Furnishings for Prisoners
06.04.105	Special Alternative Incarceration Program

#### POLICY:

#### GENERAL INFORMATION

- A. The personal property limitations set forth in this policy apply to general population prisoners in CFA institutions, including prisoners permanently housed in a Department medical in-patient facility/unit unless restricted by a medical service provider. The personal property of prisoners temporarily housed in a Department medical in-patient facility/unit may be limited beyond that which is provided for in this policy with the approval of the Medical Director and the Warden.
- B. Employees shall take reasonable precautions to protect the property of prisoners. However, responsibility for safeguarding property rests with the prisoner. Prisoners shall store property in their cell or room in accordance with institutional procedures. The Department will not assume responsibility for lost, stolen or damaged property. If the prisoner incurs a loss through no fault of his/her own, s/he may petition the institution's Prisoner Benefit Fund, as provided in PD 04.02.110 "Prisoner Benefit Fund", or request reimbursement through the State Administrative Board, in accordance with OP 03.02.130-A "State Administrative Board Prisoner Property Reimbursement".
- C. Excessive prisoner property in housing units constitutes a fire hazard and creates sanitation, housekeeping and security concerns. A prisoner in Level I, II or III shall not at any time have property which exceeds that which can be contained in one state issued duffel bag or similarly sized container(s) authorized by the CFA Deputy Director and one footlocker if purchased by the prisoner. A prisoner in Level IV or V shall not have property which exceeds that which can be contained in one state issued duffel bag or similarly sized container(s) authorized by the CFA Deputy Director or, in Level IV, one footlocker if purchased by the prisoner. These limits apply to all of the prisoner's personal property, whether in his/her cell or stored elsewhere in the facility, except typewriters, excess allowable legal property and medically necessary items authorized to be possessed by the prisoner pursuant to PD 04.06.160 "Medical Details and Special Accommodation Notices" or PD 04.06.165 "Optometric Services". These limits also apply to clothing items issued to the prisoner pursuant to PD 04.07.110 "State-Issued Items and Cell/Room Furnishings for Prisoners", except for special clothing items issued to wear on a work assignment.

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- D. Subject to other limitations set forth in this policy, prisoners may purchase, possess and wear personal clothing, and purchase and possess other personal property items, only as set forth in the following attachments:
1. Attachment A - Level V.
  2. Attachment B - Level IV.
  3. Attachment C - Level I through III.
- E. Authorized property items shall be available through the prisoner store as set forth in PD 04.02.130 "Prisoner Store", through catalogs from vendors approved by the Warden, and, if mail, as set forth in PD 05.03.118 "Prisoner Mail". Catalogs from which prisoners may order personal clothing shall be available for prisoner review; in Level V, the catalogs shall be available for prisoner review in the housing unit. All allowable property must be purchased by prisoners through the prisoner store or ordered through established institutional ordering procedures, including catalog orders from approved vendors, except for the following:
1. Allowable books, magazines and newspapers may be purchased by members of the public, including family members, provided the publication is sent to the prisoner directly from an approved internet vendor or from the publisher. If the prisoner is approved to take a correspondence course pursuant to PD 05.02.119 "Correspondence Courses", allowable publications and other instructional material (e.g., cassette tapes) may be sent directly from the correspondence school. Catalogs may be received only if sent directly from approved vendors of prisoner personal property at the facility at which the prisoner is housed. All publications are subject to PD 05.03.118 "Prisoner Mail".
  2. Calendars printed on the page(s) of an allowable publication and unbound calendars received through the mail are permitted, subject to PD 05.03.118 "Prisoner Mail".
  3. Personal correspondence and photographs are permitted to be received from any source, subject to PD 05.03.118 "Prisoner Mail".
  4. A prisoner shall be permitted to receive an approved wedding band given to him/her from the intended spouse during a wedding ceremony performed within the facility.
  5. Medically necessary items authorized pursuant to PD 04.06.160 "Medical Details and Special Accommodation Notices" shall be permitted as set forth in that policy. Prescription glasses authorized pursuant to PD 04.06.165 "Optometric Services" also shall be permitted as set forth in that policy.
  6. Typewriters listed on the Standardized Property List (Attachment D), ribbon, correction tape, and one extra roll of ribbon and correction tape may be purchased by a member of the public directly from the authorized vendor provided the items are sent directly to the prisoner from the vendor and are received as part of the same order.
- F. No item may exceed a limit of \$50 in retail value (i.e., price for which the item is being sold, not including tax or shipping) unless it is specifically exempted from that limit by this policy or was authorized to be purchased prior to January 12, 1998. This limitation also applies to items on the Standardized Property List (Attachment D), unless the models listed are not available for \$50 or less. Required instructional material (e.g., book, cassette tape) for correspondence courses approved pursuant to PD 05.02.119 "Correspondence Courses" or for college programming offered pursuant to PD 05.02.112 "Education Programs for Prisoners" may exceed the \$50 limit.
- G. This policy limits the quantity of certain items prisoners may possess. For those items, prisoners must dispose of items in their possession which are in excess of the quantity limit when receiving a new or replacement item.

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## PERSONAL CLOTHING

- H. All clothing shall be machine washable and colorfast. Personal laundry services shall be provided at all facilities, and prisoners are responsible for having their clothing laundered through that service. Except for personal underwear items, personal clothing shall not be worn under state-issued clothing.
- I. Prisoners are allowed to purchase only those clothing items they are authorized by this policy to wear. However, prisoners shall be permitted to keep allowable clothing items which are not authorized to be worn if the prisoner had the item in his/her possession prior to the effective date of this policy.
- J. Except if authorized pursuant to Paragraph K, the following kinds of clothing are prohibited:
  - 1. Clothing which resembles the pants, shirt or other top, jacket or coat required to be worn by a Department employee pursuant to PD 02.03.103 "Employee Uniforms". This includes predominantly black clothing and predominantly gray shirts, pants, sweaters and blouses. Coats and jackets which are predominantly gray or which have predominantly black or gray lining also are prohibited.
  - 2. Clothing which resembles the clothing traditionally worn by persons who provide professional services within a correctional facility. This includes clergy shirts and doctor/nurse uniforms (e.g., "scrubs"; white lab coats).
  - 3. Camouflage.
  - 4. Hooded clothing.
  - 5. Ski masks.
  - 6. Mutilated and altered clothing. This does not include items that have been mended or repaired provided the item retains its original design and intended use.
  - 7. Effeminate appearing clothing for males and extremely masculine appearing clothing for females.
  - 8. Footwear over six inches in total height (measured from the outside to the highest point and including the heel) or with heels over two inches in height. New purchases shall not contain shanks, air pumps, pockets, flashing lights, gel or inserts. The CFA Deputy Director may impose additional restrictions on footwear for reasons of custody or security. With prior approval of the CFA Deputy Director or designee, a Warden may authorize the purchase of footwear over six inches in total height or which is in excess of \$50 if necessary due to the need for a unique size.
  - 9. Coats and jackets must be no longer than knee-length and not have draw strings or hoods. Ponchos are prohibited. Winter coats and winter jackets shall not exceed \$125 in retail value. However, with prior approval of the CFA Deputy Director or designee, a Warden may authorize the purchase of a winter coat or winter jacket exceeding \$125, or a lightweight coat or jacket exceeding \$50, if necessary due to the need for a unique size.
  - 10. Winter gloves and winter mittens as approved by the CFA Deputy Director.
- K. Prisoners shall be permitted to possess and wear personal winter coats, winter jackets, winter gloves and winter mittens that were legitimately in their possession prior to the effective date of this policy provided they fit within allowable property limits, even if they are not machine washable or do not meet the requirements set forth in Paragraph J, numbers 1, 4, 9 and 10. New personal winter coats or winter jackets and new personal winter gloves or winter mittens may be ordered only through established institutional ordering procedures and must comply with all requirements set forth in this policy. A prisoner may only have one personal winter coat or winter jacket and one pair of personal winter gloves or winter mittens in his/her possession at any time.

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- L. The institution shall provide civilian clothing to a prisoner for court appearances as set forth in PD 04.04.135 "Custodial Transportation of Offenders".

PERSONAL PROPERTY OTHER THAN CLOTHING

- M. Prisoners shall be permitted to possess legal property. Legal property is defined as follows:
1. Books, photographs, diagrams, documents, pleadings and any other written materials reasonably necessary to a prisoner's pending litigation, or reasonably necessary to another prisoner's pending litigation provided there is a current, valid agreement for legal assistance with the other prisoner in accordance with PD 05.03.116 "Prisoners' Access to the Court and Legal Assistance" and applicable Director's Office Memoranda. This includes any lawsuit or criminal or administrative appeal which has been filed and has not been finally disposed of by a court or administrative agency, and any lawsuit or criminal or administrative appeal which is being prepared for filing.
  2. Pleadings, transcripts, court orders and court opinions from the criminal case for the offense for which the prisoner is currently serving, even if there is no pending litigation.
  3. Example or sample pleadings that will assist in litigation.
  4. Final opinions and orders in any case. This includes a final opinion or order of another prisoner with whom the prisoner has not entered into a legal assistance agreement.
  5. Judith Magid Trust Fund documents and correspondence pertaining thereto. This applies to female prisoners only.
  6. Documents and correspondence pertaining to Cain v MDOC.
  7. Documents and correspondence pertaining to other pending class actions, if the prisoner is a member of the class.
  8. Documents and correspondence pertaining to pending grievances and misconducts and pending appeals therefrom.
  9. Documents and correspondence pertaining to divorce and support, visiting and custody matters; these are pending litigation if there are minor children even if a judgment has been entered.
  10. Typewriters and their accessories, as authorized by this policy.
  11. Calendars as sold in a prisoner store at any institution or as described in Paragraph E of this policy.
- N. If the prisoner's property exceeds allowable limits due to items claimed to be legal property, a hearing shall be conducted by the Hearings and Appeals Division of the Office of Policy and Hearings to determine if the items are legal property and thus allowed to be possessed. Typewriters shall be presumed to be allowable excess legal property and permitted in excess of allowable limits without the need for a hearing.
- O. All appliances must be purchased from the Standardized Property List, as set forth on Attachment D. However, except for lamps, prisoners shall be permitted to keep allowable appliances purchased from a previous Standardized Appliance List, or prior to the issuance of a Standardized Appliance List, provided that type of appliance is listed on the current Standardized Property List and fits within allowable limits. Prisoners authorized to possess lamps shall be permitted to keep only those lamps listed on the current or a future Standardized Property List. The prisoner must dispose of the appliance when a new or replacement appliance of the same type is received. The new appliance must be chosen from those identified on the Standardized Property List.

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- P. A prisoner who legitimately ordered, purchased, or possessed a typewriter prior to July 15, 2003 must be permitted to keep it unless it requires a disk or diskette to operate. The prisoner also must be permitted to purchase ribbons and other accessories for the typewriter through established institutional ordering procedures. A prisoner shall be permitted to have his/her typewriter repaired through the institution by an authorized vendor. A prisoner shall not be allowed to possess a replacement typewriter that is not on the Standardized Property List that is sent by the vendor in lieu of repair. If a new or replacement typewriter is ordered by the prisoner, the prisoner must dispose of the typewriter currently in his/her possession and, unless compatible with the new or replacement typewriter, its ribbons and other accessories when the new or replacement typewriter is received. The new or replacement typewriter must be chosen from those identified on the Standardized Property List.
- Q. Prisoners are not permitted to purchase or receive used, reconditioned or refurbished items. However, if a prisoner has an allowable item repaired through the institution by an authorized vendor, the prisoner shall be allowed to receive the repaired item when it is returned from the vendor provided the item has not otherwise been altered and, except for typewriters, the cost of the repair does not exceed the retail value authorized by this policy for the item being repaired. A prisoner shall be allowed to possess a replacement item sent by the vendor in lieu of repair only if the item is otherwise authorized by this policy. Under no circumstances shall clothing items be allowed to be sent out through the institution for repair or alteration.

#### PROPERTY CONTROL

- R. All personal clothing items, except for religious clothing items, appliances and footlockers shall be labeled or inscribed by staff with the prisoner's identification number prior to being given to the prisoner. Additional property items which must be labeled or inscribed by staff are identified in Attachments A through C. Other property items shall be labeled or inscribed only if requested by the prisoner. All labeling and inscribing shall be done neatly, using block numbers placed as inconspicuously as possible. Items shall be relabeled or reinscribed as necessary to ensure proper identification of ownership. It is the prisoner's responsibility to request relabeling or reinscription when necessary.
- S. Prisoners shall not be allowed to store personal property on an assignment. Unless otherwise approved by the Warden, prisoners shall be allowed to possess only the following personal property on an assignment:
1. Personal underwear worn on the assignment. Personal shoes, winter coats, winter jackets, winter gloves and winter mittens also shall be permitted to be worn, unless a state-issued equivalent is required to be worn on the assignment as a part of special assignment clothing.
  2. Wedding rings, earrings and watches worn on the assignment.
  3. Religious symbols and emblems worn on the assignment, if otherwise authorized to be worn by this policy and PD 05.03.150 "Religious Beliefs and Practices of Prisoners".
  4. Prosthetics, including medically necessary shoes, authorized to be possessed by the prisoner pursuant to PD 04.06.160 "Medical Details and Special Accommodation Notices" and prescription glasses received pursuant to PD 04.06.165 "Optometric Services".
  5. Prescription medication authorized by the appropriate health care provider.
- T. Wherever possible, prisoners should be permitted to pack and accompany or carry their property when moved to a different general population cell or room within an institution.
- U. A prisoner shall not be allowed to assist in packing another prisoner's property or be allowed access to another prisoner's property except as necessary to transport sealed property under direct staff supervision.
- V. When a prisoner transfers between institutions or between a facility and a camp, the prisoner's personal property must be packed as set forth below, except for those items authorized to be carried or worn by

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the prisoner during transport (e.g., legal property; personal underwear) or items carried separately by transportation officers (e.g., restricted medication) pursuant to PD 04.04.135 "Custodial Transportation of Offenders" and the Department's Transportation Manual. For transfers from reception facilities, the reception facility shall provide each prisoner with a container which can be locked or otherwise securely sealed in which the prisoner's property shall be packed. For transfers between any other facilities, the sending facility shall provide each prisoner as necessary with a duffel bag or similarly sized container(s) authorized by the CFA Deputy Director in which the prisoner's property shall be packed, unless all property fits into a footlocker owned by the prisoner. Additional duffel bags or similarly sized containers shall be provided as necessary to pack items authorized in excess of allowable limits. In addition, extra footlockers containing allowable excess legal property shall be transferred, with typewriters packed separately in an appropriate container, with adequate packing materials (e.g., newspaper). Although subject to allowable property limits, televisions and musical instruments also may be packed separately in an appropriate container when transferred. Any property stored for the prisoner (e.g., external television antenna) also shall transfer with the prisoner.

- W. All property shall be itemized by staff at the sending facility on a Prisoner Personal Property Receipt (CSJ-241-A) except for transfers from a reception facility, in which case a Prisoner Personal Property Receipt - Reception Facility form (CSJ-241-R) shall be used. Any property that is damaged or altered shall be specifically identified on the receipt by staff at the sending facility, who also shall issue a Notice of Intent to Conduct an Administrative Hearing (CSJ-282) or misconduct report as set forth in PD 03.03.105 "Prisoner Discipline", as appropriate. Any hearing required on the damaged or altered property may be conducted at either the sending or receiving facility.
- X. Once a prisoner's property is packed, it shall be securely sealed in its container in a manner to prohibit entry and the seal number written on the property receipt. Staff are responsible to ensure that the seals remain unbroken until the container is opened and unpacked at the receiving facility. Wherever possible, this shall be done in the prisoner's presence. Once unpacked at the receiving facility, staff shall determine which items are allowed at that security level. Prisoners shall receive their allowable property within 24 hours after its arrival at the receiving facility.
- Y. When it is necessary to move a prisoner without the prisoner being able to pack his/her own property, staff shall immediately secure the prisoner's property to safeguard it against theft. If the prisoner will be returning to his/her cell or room within 48 hours, the property may be left secured in the room or cell. Otherwise, staff shall pack, seal, receipt, and store the property in the property room or other secure area of the facility, as designated by the Warden. The receipt shall be given or forwarded to the prisoner within 24 hours after packing.
- Z. Food items shall be stored only if in unopened cans or in unopened vacuum packed containers. Food items shall be transferred between institutions or between a camp and a facility only if in their original, unopened container or, if opened, in their original container with lid. Food items sold in a package which does not have a lid (e.g., potato chips, snack cakes) shall transfer only if unopened. Food items that cannot be stored or transferred pursuant to this paragraph shall be destroyed.
- AA. If a prisoner is placed in Level IV or V, except as an initial placement from a reception facility, and the prisoner's true security level is less than the security level at which the prisoner is placed, the prisoner's property which is not allowed at that level shall be stored for the prisoner at the receiving facility until his/her return to a security level in which the property is allowed. This does not restrict the prisoner from electing to dispose of the property as otherwise allowed by this policy in lieu of storage.
- BB. The property which is stored pursuant to Paragraph AA shall be listed on the Prisoner Personal Property Receipt (CSJ-241-A) by staff at the receiving facility, and the prisoner shall sign to indicate that s/he agrees with the list. If the prisoner contends that the form does not accurately reflect the stored property, s/he may write on the list the additional items s/he contends were not included. If staff disagree with the additions, it shall be noted on the form. The form shall be signed by the staff member, the prisoner and one additional staff member as a witness if there is a disagreement as to the property items which are listed. If the prisoner refuses to sign, the refusal shall be documented on the form. A copy of the form shall be given to the prisoner.

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- CC. If a prisoner is placed in Level IV or V, except as an initial placement from a reception facility, due to a reclassification based on a finding of guilt at a major misconduct hearing or due to a departure not based on a finding of guilt on a misconduct, the prisoner's property which is not allowed at that level shall either be mailed at the prisoner's expense to a single address designated by the prisoner at the time s/he receives a receipt for the property or retained and stored by the institution for up to 30 calendar days for pick-up by someone designated by the prisoner. Property shall not be mailed to a court, an identified public official, a Department office or facility, or a Department employee unless that employee or public official is an immediate family member of the prisoner. If property to be picked up is not picked up within 30 calendar days, the property may be destroyed no sooner than ten business days after the prisoner is notified in writing of this intent; the item may be picked up during this ten day period.
- DD. Prior to mailing property out of the facility pursuant to Paragraph CC, the property shall be listed on the Prisoner Personal Property Receipt (CSJ-241-B) by staff at the receiving facility, and the prisoner shall sign to indicate that s/he agrees with the list. If the prisoner contends that the form does not accurately reflect the property to be mailed, s/he may write on the list the additional items s/he contends were not included. If staff disagree with the additions, it shall be noted on the form. The form shall be signed by the staff member, the prisoner and one additional staff member as a witness if there is a disagreement as to the property items which are listed. If the prisoner refuses to sign, the refusal shall be documented on the form. A copy of the form shall be given to the prisoner.

#### CONTRABAND HANDLING

- EE. For purposes of this policy, contraband is any personal property which is not specifically authorized by this policy, authorized property which is in excess of allowable limits, authorized property which has been altered, authorized property which was obtained or sent from an unauthorized source, metered envelopes that reflect tampering, and, except for legal property as defined in Paragraph M, authorized property which belongs to another prisoner. Contraband also includes personal property that is no longer functional as to its intended purpose unless the item can be repaired through the institution by an approved vendor and the prisoner agrees to immediately mail the item out for repair and can pay the full cost of mailing and repair. An authorized publication is not considered altered solely due to pages of the publication being removed (e.g., pictures cut out) or portions of it blocked out.
- FF. A prisoner may at any time be given a direct order to pack up his/her property, using a duffel bag, footlocker or similarly sized container(s) authorized by the CFA Deputy Director, to determine if the prisoner is exceeding the property limits set forth in this policy. A record shall be maintained by the institution of each pack-up. Upon request, a prisoner shall be given a reasonable opportunity to exchange a packed allowable item with an item that did not fit within the duffel bag or container(s) prior to staff processing the excess allowable property as contraband.
- GG. If an item is believed to be contraband, it shall be confiscated and a Contraband Removal Record (CSJ-284) issued to the prisoner. The prisoner also shall be issued either a misconduct report as set forth in PD 03.03.105 "Prisoner Discipline" or a Notice of Intent to Conduct an Administrative Hearing (CSJ-282). A hearing on the misconduct report shall be conducted as set forth in PD 03.03.105. A hearing on the Notice shall be conducted as set forth below.
- HH. Unless the prisoner waives the administrative hearing in writing and the prisoner and staff agree on disposition of the property as authorized by this policy, a hearing shall be conducted pursuant to Administrative Rule 791.3310 for the hearing officer to determine if the property is contraband and, if so, the appropriate disposition of the property. The hearing officer shall not be the person who issued the Notice. The hearing officer shall complete an Administrative Hearing Report (CSJ-144) to document the findings made at the hearing, including the hearing officer's determination as to disposition of any property found to be contraband. Subject to Paragraphs AA and CC, contraband property may be disposed of only as set forth below. The hearing officer may take into consideration the prisoner's choice of disposition in making that determination. Property determined not to be contraband shall be returned to the prisoner.

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### Disposition of Contraband

- II. Except as otherwise indicated in Paragraphs JJ through NN, contraband property shall not be disposed of until after the prisoner has exhausted available administrative remedies (e.g., grievance process). However, only the photograph shall be retained if a photograph of the contraband item is required to be taken by this policy.
- JJ. The possession of a weapon or an item which is illegal to be possessed outside a correctional facility shall be reported to the Michigan State Police. After the item is photographed, it shall be turned over to the Michigan State Police for disposition.
- KK. Food items not in a sealed can or an unopened vacuum packed container, and alcoholic beverages, shall be destroyed after the items are photographed and appropriate records prepared.
- LL. Except for money and postage, including metered envelopes, items determined to belong to another identified prisoner shall be returned to that prisoner after the items are photographed and appropriate records prepared. If the item would be contraband if possessed by that prisoner, the process set forth in Paragraphs GG and HH shall be followed and the item disposed of as otherwise set forth in this section. Money and postage, including metered envelopes, shall be turned over to the Prisoner Benefit Fund after they are photographed and appropriate records prepared.
- MM. Except for money and postage, including metered envelopes, items that are determined at a major misconduct hearing to be stolen but whose rightful owner cannot be determined shall be deemed unclaimed property and disposed of in accordance with DMB guidelines and MCL 434.151, et seq. Money and postage, including metered envelopes, shall be turned over to the Prisoner Benefit Fund after they are photographed and appropriate records prepared.
- NN. Money and postage, including metered envelopes, not determined to belong to another prisoner shall be turned over to the Prisoner Benefit Fund after the items are photographed and appropriate records prepared. However, postage confiscated in mail coming from an outside source also may be disposed of as set forth in Paragraph OO.
- OO. All other contraband shall be disposed of as follows:
  - 1. Mailed at the prisoner's expense to a single address designated by the prisoner, except that an item shall not be mailed to another prisoner, a court, an identified public official, or a Department employee unless that employee or public official is an immediate family member of the prisoner. Funds shall not be loaned for this purpose except at a reception facility, provided the prisoner agrees in writing to repay the loan at 100% of future funds received for credit to his/her institutional account. Whenever an item is to be mailed out at a prisoner's expense but the prisoner not have sufficient funds to pay the required postage, the item may be destroyed no sooner than ten business days after the prisoner is notified in writing of this intent; the item shall be mailed out at the prisoner's expense during this ten day period if the prisoner receives sufficient funds to pay the postage.
  - 2. Retained and stored by the institution for up to 30 calendar days for pick-up by a party designated by the prisoner. If the property is not picked up within 30 calendar days, the property may be destroyed no sooner than ten business days after the prisoner is notified in writing of this intent; the item may be picked up during this ten day period.
  - 3. Donated to a charity approved by the Warden.
  - 4. Destroyed, if requested by the prisoner or if the item is mail as defined in PD 05.03.118 "Prisoner Mail", except that publications and photographs shall be destroyed only if requested by the prisoner or as allowed pursuant to numbers 1 and 2 above.

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#### SUBSEQUENT REDUCTIONS IN ALLOWABLE PERSONAL PROPERTY

PP. Notice of any subsequent reductions in allowable prisoner personal property shall be provided to prisoners by posting a notice in all housing units. A prisoner may not be issued a misconduct report for possession of such property until the notice has been posted for at least 30 calendar days.

#### OPERATING PROCEDURES

QQ. Wardens shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive; this shall be completed within 60 calendar days after the effective date of the policy directive. This includes ensuring that their existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed. Facility procedures shall not conflict with procedures issued by the Director or Deputy Director.

#### AUDIT ELEMENTS

RR. A Primary Audit Elements List shall be developed and provided to Wardens to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

#### ATTACHMENTS

SS. This policy includes the following attachments:

1. Attachment A - Level V.
2. Attachment B - Level IV.
3. Attachment C - Level I through III.
4. Attachment D - Standardized Property List

Approved - PLC/OPH 10-07-2004

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## ATTACHMENT A

### LEVEL V

Prisoners housed in Level V shall be allowed to purchase and possess only the following:

Clothing - except for religious clothing items, must be labeled with prisoner's identification number prior to being given to the prisoner.

1. The following underwear items:
  - a. Undershirts; however, undershirts may be purchased and worn only if white and without pockets. Male prisoners may wear undershirts as an outer garment only while participating in athletic activities, during yard, while going directly to and from athletic activities or yard, and in their housing units.
  - b. For female prisoners, tank tops approved by the CFA Deputy Director or designee. Female prisoners may wear the tank tops as an outer garment only while participating in athletic activities, during yard, while going directly to and from athletic activities or yard, and in their housing units.
  - c. Briefs/boxer shorts for male prisoners and panties for female prisoners. However, they may only be purchased and worn only if not provocative in appearance (i.e., no thongs, no cut-outs, no "see-through" material) and must be worn only as an under garment.
  - d. Thermal underwear; however, only white or off-white thermal underwear may be purchased and worn, and must be worn only as an under garment.
  - e. Brassieres for female prisoners only; however, only brassieres without underwiring and without padding may be purchased and worn, and must be worn only as an under garment.
  - f. Socks. This does not include pantyhose, nylons, or tights.
  - g. Athletic supporters (no cup) for male prisoners only, which must be worn only as an under garment.
2. One winter coat or winter jacket. See Paragraph J, no. 9 and Paragraph K for additional requirements regarding the purchase and wearing of these items.
3. One pair winter gloves or winter mittens. See Paragraph J, no. 10 and Paragraph K for additional requirements regarding the purchase and wearing of these items.
4. Religious clothing items identified in Attachment A to PD 05.03.150 "Religious Beliefs and Practice of Prisoners". Such items may be purchased and worn only as set forth in that policy.

Appliances - must be purchased from the Standardized Property List and must be inscribed with prisoner's identification number prior to being given to the prisoner.

5. One portable typewriter, including the typewriter's box provided it is flattened and stored in the prisoner's footlocker except when used to pack the typewriter for transfer. Typewriters that require disks or diskettes to operate are prohibited.
6. One television. External antennas are not permitted if cable/satellite television programming is available to the prisoner at the facility; if not permitted, the antenna shall be stored for the prisoner and transfer with the prisoner's personal property when the prisoner transfers to another facility.

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## ATTACHMENT A - continued

### LEVEL V

7. One radio, provided it was legitimately purchased from a prior Standardized Property List/Standardized Appliance List or prior to the issuance of a Standardized Appliance List. This item is no longer available for purchase.
8. One cassette tape player, provided it was legitimately purchased from a prior Standardized Property List/Standardized Appliance List or prior to the issuance of a Standardized Appliance List; however, if a combination radio/tape player is purchased, the cassette tape player must be disposed of when the combination radio/tape player is received. Cassette tape players are no longer available for purchase.
9. One combination radio/tape player in lieu of a radio (no. 7 above) and a cassette tape player (no. 8 above); however, a prisoner who does not own a cassette tape player may possess both a radio, if legitimately purchased prior to October 1, 2006, and a combination radio/tape player.
10. One pair of headphones.

#### Health items

11. Prescription glasses and medically necessary items authorized pursuant to PD 04.06.165 "Optometric Services" or PD 04.06.160 "Medical Details and Special Accommodation Notices", as appropriate. Rigid or hard eyeglass cases are prohibited. Prescription eyeglasses and medically necessary items may exceed \$50.
12. Prescription medication as authorized by the appropriate health care provider.
13. One pair of shower shoes purchased through a prisoner store. Shower shoes may be worn only in the housing unit.
14. Nicotine replacement therapies as approved by the CFA Deputy Director.

#### Leisure time items

15. Books, magazines, newspapers and catalogs, subject to PD 05.03.118 "Prisoner Mail". Law books and books required for correspondence courses approved pursuant to PD 05.02.119 "Correspondence Courses" or for college programming offered pursuant to PD 05.02.112 "Education Programs for Prisoners" may exceed \$50.
16. Playing cards; does not include trading or collectible cards. New purchases must be through a prisoner store.
17. 24 cassette tapes if cassette tape player or combination radio/tape player is owned or on order. Cassette tapes required for correspondence courses approved pursuant to PD 05.02.119 "Correspondence Courses" or for college programming offered pursuant to PD 05.02.112 "Education Programs for Prisoners" may exceed \$50.
18. One cassette tape case if cassette tapes are owned or on order. New purchases shall not have more than 24 slots. The case must be labeled or inscribed with the prisoner's identification number prior to being given to the prisoner.

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## ATTACHMENT A – continued

### LEVEL V

19. Table/board games. Electronic/computerized games are prohibited. Fantasy role-playing games (e.g., Dungeons and Dragons) also are prohibited. Chess pieces must be either hollow with no bottom or solid. Game boards (e.g., checker/chess boards) must be cardboard. Games shall not contain dice, metal pieces or other items which may pose a threat to the custody and security of the institution. The game box must be labeled with the prisoner's identification number prior to being given to the prisoner.
20. Hobbycraft items as approved on the prisoner's Hobbycraft Card at the facility in which the prisoner is housed.
21. Recreational equipment limited to one pair of athletic shoes as approved by the CFA Deputy Director or designee. Athletic shoes may be worn only while participating in athletic activities, during yard, while going directly to and from athletic activities or yard, and in their housing units. Must be labeled with prisoner's identification number prior to being given to the prisoner. A prisoner must turn in his/her state-issued athletic shoes prior to receiving personal athletic shoes.

#### Personal items

22. If married or widowed, one plain wedding band/set without stones or insignia.
23. Other religious items, as authorized by PD 05.03.150 "Religious Beliefs and Practices of Prisoners". Religious clothing is included in no. 4 above and publications are included in no. 15 above. All religious symbols and emblems authorized pursuant to PD 05.03.150 must be worn only under clothing; i.e., they shall not be visible.
24. One padlock for each footlocker and wall locker; however, if single-celled in Level V, the padlock(s) shall be stored for the prisoner until his/her custody level is reduced.
25. Written material, including personal correspondence, and photographs, subject to PD 05.03.118 "Prisoner Mail". This includes stamped self-addressed envelopes from attorneys and legitimate religious organizations as authorized in PD 05.03.118. Publications are included in no. 15 above.

#### Miscellaneous items

26. Legal property, as set forth in Paragraphs M and N. Law books are included in no. 15 above.
27. Footlocker(s) if required to store excess allowable legal property, after a hearing conducted as set forth in Paragraph N. The footlocker shall be used to store excess allowable legal property only. New footlockers must be purchased from the Standardized Property List. Each footlocker must be inscribed with the prisoner's identification number prior to being given to the prisoner.
28. A calendar. All new purchases must be through a prisoner store or as provided for in Paragraph E.
29. Other prisoner store items currently on the Standardized Store List and available for purchase by Level V prisoners through the prisoner store at the institution in which the prisoner is housed and metered envelopes purchased through a prisoner store. The item is not required to be the same brand, type or color as sold through the store at which the prisoner is housed. An item shall not be approved if it is otherwise prohibited to be purchased and possessed by prisoners in Level V pursuant to this policy or PD 04.02.130 "Prisoner Store". Consumable or expendable items, including metered envelopes, shall not be permitted to accumulate in excess of \$85. However, a prisoner shall not have in his/her possession at any time more than the equivalent of 30 metered envelopes.

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## ATTACHMENT B

### LEVEL IV

Prisoners housed in Level IV shall be allowed to purchase and possess only the following:

Clothing - except for religious clothing items, must be labeled with prisoner's identification number prior to being given to the prisoner.

1. The following underwear items:
  - a. Undershirts; however, undershirts may be purchased and worn only if white and without pockets. Male prisoners may wear undershirts as an outer garment only while participating in athletic activities, during yard, while going directly to and from athletic activities or yard, and in their housing units.
  - b. For female prisoners, tank tops approved by the CFA Deputy Director or designee. Female prisoners may wear tank tops as an outer garment only while participating in athletic activities, during yard, while going directly to and from athletic activities or yard, and in their housing units.
  - c. Briefs/boxer shorts for male prisoners and panties for female prisoners. However, they may only be purchased and worn only if not provocative in appearance (i.e., no thongs, no cut-outs, no "see-through" material) and must be worn only as an under garment.
  - d. Thermal underwear; however, only white or off-white thermal underwear may be purchased and worn, and must be worn only as an under garment.
  - e. Brassieres for female prisoners only; however, only brassieres without underwiring and without padding may be purchased and worn, and must be worn only as an under garment.
  - f. Socks. This does not include pantyhose, nylons, or tights.
  - g. Athletic supporters (no cups) for male prisoners only, which must be worn only as an under garment.
2. One winter coat or winter jacket. See Paragraph J, no. 9 and Paragraph K for additional requirements regarding the purchase and wearing of these items.
3. One pair winter gloves or winter mittens. See Paragraph J, no. 10 and Paragraph K for additional requirements regarding the purchase and wearing of these items.
4. Religious clothing items identified in Attachment A to PD 05.03.150 "Religious Beliefs and Practice of Prisoners". Such items may be purchased and worn only as set forth in that policy.
5. One outfit which may be worn only for court appearances as set forth in PD 04.04.135 "Custodial Transportation of Offenders" and for visits (including for "photo line" if run during visits), except that personal shoes shall not be worn on a visit. Prisoners may replace, exchange or add an item to the outfit only two times each calendar year. The prisoner shall choose the outfit only from the following:
  - a. One belt with a buckle no larger than 2"x2".
  - b. One shirt, one t-shirt, or, for female prisoners only, one blouse. This does not include sweatshirts. Tops may not be worn if they are predominantly black, navy blue, tan or gray.
  - c. One dress for female prisoners only.

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## ATTACHMENT B - continued

### LEVEL IV

- d. One girdle without metal stays for female prisoners only.
- e. One pair of nylons or pantyhose for female prisoners only.
- f. One pair of shoes. This is in addition to shower shoes sold through a prisoner store.
- g. One skirt for female prisoners.
- h. One slip for female prisoners.
- i. One sweater, which may not be worn if predominantly black, navy blue, tan or gray.
- j. One pair of trousers, slacks or jeans, which may not be worn if predominantly black, brown, gray or navy blue. However, "blue jeans" are allowed to be worn. Sweatpants and jogging pants are not considered to be trousers or slacks and therefore are not allowed to be worn.

Appliances - must be purchased from the Standardized Property List and must be inscribed with prisoner's identification number prior to being given to the prisoner.

- 6. One portable typewriter, including the typewriter's box provided it is flattened and stored in the prisoner's footlocker except when used to pack the typewriter for transfer. Typewriters that require disks or diskettes to operate are prohibited.
- 7. One television. External antennas are not permitted if cable/satellite television programming is available to the prisoner at the facility; if not permitted, the antenna shall be stored for the prisoner and transfer with the prisoner's personal property when the prisoner transfers to another facility.
- 8. One radio, provided it was legitimately purchased from a prior Standardized Property List/Standardized Appliance List or prior to the issuance of a Standardized Appliance List. This item is no longer available for purchase.
- 9. One cassette tape player, provided it was legitimately purchased from a prior Standardized Property List/Standardized Appliance List or prior to the issuance of a Standardized Appliance List; however, if a combination radio/tape player is purchased, the cassette tape player must be disposed of when the combination radio/tape player is received. Cassette tape players are no longer available for purchase.
- 10. One combination radio/tape player in lieu of a radio (no. 8 above) and a cassette tape player (no. 9 above); however, a prisoner who does not own a cassette tape player may possess both a radio, if legitimately purchased prior to October 1, 2006, and a combination radio/tape player.
- 11. One pair of headphones.
- 12. One calculator.
- 13. One electric shaver.
- 14. One beard trimmer for male prisoners only.

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## ATTACHMENT B - continued

### LEVEL IV

#### Health items

15. Prescription glasses and medically necessary items authorized pursuant to PD 04.06.165 "Optometric Services" or PD 04.06.160 "Medical Details and Special Accommodation Notices" as appropriate. Rigid or hard eyeglass cases are prohibited. Prescription eyeglasses and medically necessary items may exceed \$50.
16. Nicotine replacement therapies as approved by the CFA Deputy Director.
17. Prescription medication as authorized by the appropriate health care provider.
18. One pair of shower shoes purchased through a prisoner store. Shower shoes may be worn only in the housing unit.

#### Leisure time items

19. Books, magazines, newspapers and catalogs, subject to PD 05.03.118 "Prisoner Mail". Law books and books required for correspondence courses approved pursuant to PD 05.02.119 "Correspondence Courses" or for college programming offered pursuant to PD 05.02.112 "Education Programs for Prisoners" may exceed \$50.
20. Playing cards; does not include trading or collectible cards. New purchases must be through a prisoner store.
21. A maximum of 24 cassette tapes if cassette tape player or combination radio/tape player is owned or on order. A "dry" cassette head cleaner may be included as one of the 24 tapes. Cassette tapes required for correspondence courses approved pursuant to PD 05.02.119 "Correspondence Courses" or for college programming offered pursuant to PD 05.02.112 "Education Programs for Prisoners" may exceed \$50.
22. One cassette tape case if cassette tapes are owned or on order. New purchases shall not have more than 24 slots. The case must be labeled or inscribed with the prisoner's identification number prior to being given to the prisoner.
23. Table/board games. Electronic/computerized games are prohibited. Fantasy role-playing games (e.g., Dungeons and Dragons) also are prohibited. Chess pieces must be either hollow with no bottom or solid. Games shall not contain dice, metal pieces or other items which may pose a threat to the custody and security of the institution. The game box must be labeled with the prisoner's identification number prior to being given to the prisoner.
24. One photo album/scrapbook without wire/metal binding. New purchases must be through a prisoner store. The album/scrapbook must be labeled with the prisoner's identification number prior to being given to the prisoner.
25. Hobbycraft items as approved on the prisoner's Hobbycraft Card at the facility in which the prisoner is housed.
26. Recreational equipment limited to one pair of athletic shoes as approved by the CFA Deputy Director or designee. Athletic shoes may be worn only while participating in athletic activities, during yard, while going directly to and from athletic activities or yard, and in their housing units. Must be labeled with prisoner's identification number prior to being given to the prisoner. A prisoner must turn in his/her state-issued athletic shoes prior to receiving personal athletic shoes.

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## ATTACHMENT B - continued

### LEVEL IV

#### Personal items

27. If married or widowed, one plain wedding band/set without stones or insignia.
28. Other religious items, as authorized by PD 05.03.150 "Religious Beliefs and Practices of Prisoners". Religious clothing is included in no. 4 above. Publications are included in no. 19 above. All religious symbols and emblems authorized pursuant to PD 05.03.150 must be worn only under clothing; i.e., they shall not be visible.
29. One padlock as currently available for purchase by Level IV prisoners through a prisoner store for each footlocker and wall locker. Staff must have a key to unlock all locks. The padlock must be inscribed with the prisoner's identification number prior to being given to the prisoner.
30. Written material, including personal correspondence, and photographs, subject to PD 05.03.118 "Prisoner Mail". This includes stamped self-addressed envelopes from attorneys and legitimate religious organizations as authorized in PD 05.03.118. Publications are included in no. 19 above.
31. One wristwatch. Only time, day, date, alarm, dial or face illumination, and stop watch functions are allowed.
32. One pair of sunglasses with plastic frames and lenses, which are not mirrored and do not have any similar solid reflective coating. New purchases must be through a prisoner store.
33. One pair of small post type earrings, not to exceed a retail value of \$20. Earrings may be worn only if gold or silver in color, and worn only in the ear.
34. One shaving or cosmetic bag as approved by the CFA Deputy Director. New purchases must be through a prisoner store.

#### Miscellaneous items

35. Legal property, as set forth in Paragraphs M and N. Law books are included in no. 19 above.
36. One footlocker. Additional footlockers for excess allowable legal property are discussed in no. 37. New footlockers must be purchased from the Standardized Property List. The footlocker must be inscribed with the prisoner's identification number prior to being given to the prisoner.
37. Additional footlocker(s) if required to store excess allowable legal property, after a hearing conducted as set forth in Paragraph N. The footlocker shall be used to store excess allowable legal property only. New purchases must be from the Standardized Property List.
38. A calendar. New purchases must be through a prisoner store or as provided for in Paragraph E.
39. Other prisoner store items currently available for purchase by Level IV prisoners through the prisoner store at the institution in which the prisoner is housed and metered envelopes purchased through a prisoner store. The item is not required to be the same brand, type or color as sold through the store at which the prisoner is housed. An item shall not be approved if it is otherwise prohibited to be purchased and possessed by prisoners in Level IV pursuant to this policy or PD 04.02.130 "Prisoner Store". Consumable or expendable merchandise, including metered envelopes shall not be permitted to accumulate in excess of \$85 in retail value. However, a prisoner shall not have in his/her possession at any time more than the equivalent of 30 metered envelopes.

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## ATTACHMENT C

### LEVEL I THROUGH III

Prisoners housed in Level I, II and III shall be allowed to purchase and possess only the following:

Clothing - except for religious clothing items, must be labeled with prisoner's identification number prior to being given to the prisoner.

1. The following underwear items:
  - a. Undershirts; however, undershirts may be purchased and worn only if white and without pockets. Male prisoners may wear undershirts as an outer garment only while participating in athletic activities, during yard, while going directly to and from athletic activities or yard, and in their housing units.
  - b. For female prisoners, tank tops approved by the CFA Deputy Director or designee. Female prisoners may wear the tank tops as an outer garment only while participating in athletic activities, during yard, while going directly to and from athletic activities or yard, and in their housing units.
  - c. Briefs/boxer shorts for male prisoners and panties for female prisoners. However, they may only be purchased and worn only if not provocative in appearance (i.e., no thongs, no cut-outs, no "see-through" material) and must be worn only as an under garment.
  - d. Thermal underwear; however, only white or off-white thermal underwear may be purchased and worn, and must be worn only as an under garment.
  - e. Brassieres for female prisoners only; however, only brassieres without underwiring and without padding may be purchased and worn, and must be worn only as an under garment.
  - f. Socks. This does not include pantyhose, nylons, or tights.
  - g. Athletic supporters (no cup) for male prisoners only, which must be worn only as an under garment.
2. One winter coat or winter jacket. See Paragraph J, no. 9, and Paragraph K for additional requirements regarding the purchase and wearing of these items.
3. One pair winter gloves or winter mittens. See Paragraph J, no. 10 and Paragraph K for additional requirements regarding the purchase and wearing of these items.
4. One lightweight coat or jacket. See Paragraph J, no. 9 for additional requirements regarding the purchase of these items.
5. The following types of footwear:
  - a. One pair of slippers.
  - b. One pair of winter boots/overshoes.
  - c. Three pairs of shoes. This includes sandals and athletic shoes authorized in no. 35 below but does not include shower shoes authorized in no. 26 below.

Only footwear which meet the requirements set forth in Paragraph J, no. 8 may be purchased and worn;

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## ATTACHMENT C – continued

### LEVEL I THROUGH III

however, personal footwear shall not be worn on visits or on assignments where state-issued footwear is required special assignment clothing issued pursuant to PD 04.07.110 “State-Issued Items and Cell/Room Furnishings”.

6. Religious clothing items identified in Attachment A to PD 05.03.150 “Religious Beliefs and Practice of Prisoners”. Such items may be purchased and worn only as set forth in that policy.
7. Sweatshirts and sweatpants may be purchased and worn only if they are plain, (e.g., no logos or pictures, except if part of the tag sewn into a seam) pull-over style, and fleece. Sweatshirts may not be purchased or worn if they have hoods or zippers or are black, navy blue, tan or gray. Sweatpants may not be purchased or worn if they are black, brown, gray or navy blue.

Sweatshirts and sweatpants authorized to be worn may be worn only while participating in athletic activities, during yard, while going directly to and from athletic activities or yard, and in the prisoner's housing unit. They may not be worn at any other time.

8. Bathrobes approved by the CFA Deputy Director or designee may be purchased and worn only in the prisoner's housing units. Prisoners may keep other bathrobes which were in their possession prior to the effective date of this policy, but may not wear them at any time.
9. The following items may be purchased and possessed but shall be worn only for court appearances as set forth in PD 04.04.135 “Custodial Transportation of Offenders”, for visits and for photo line:
  - a. One belt with a buckle no larger than 2”x2”.
  - b. Shirts and, for female prisoners only, blouses. They may not be worn if predominantly black, navy blue, tan or gray. Sweatshirts are covered in no. 7 above.
  - c. Dresses and skirts for female prisoners only.
  - d. Girdles without metal stays for female prisoners only.
  - e. Nylons and pantyhose for female prisoners only.
  - f. Slips for female prisoners only.
  - g. Sweaters, which may not be worn if predominantly black, navy blue, tan or gray.
  - h. Trousers, slacks and jeans, which may not be worn if predominantly black, brown, gray or navy blue. However, “blue jeans” are allowed to be worn. Sweatpants and jogging pants are not considered to be trousers or slacks. Sweatpants are covered in no. 7 above. Jogging pants are covered in no. 10 below.
10. The following items may be possessed but shall not be purchased or worn at any time:
  - a. Personal hats and caps.
  - b. Personal pajamas.
  - c. Personal jogging suits, or the pants and top separately.
  - d. Personal athletic/walking shorts.

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## ATTACHMENT C – continued

### LEVEL I THROUGH III

Appliances - must be purchased from the Standardized Property List and must be inscribed with prisoner's identification number prior to being given to the prisoner.

11. One portable typewriter, including the typewriter's box provided it is flattened and stored in the prisoner's footlocker except when used to pack the typewriter for transfer. Typewriters that require disks or diskettes to operate are prohibited.
12. One television. External antennas are not permitted if cable/satellite television programming is available to the prisoner at the facility; if not permitted, the antenna shall be stored for the prisoner and transfer with the prisoner's personal property when the prisoner transfers to another facility.
13. One radio, provided it was legitimately purchased from a prior Standardized Property List/Standardized Appliance List or prior to the issuance of a Standardized Appliance List. This item is no longer available for purchase.
14. One cassette tape player, provided it was legitimately purchased from a prior Standardized Property List/Standardized Appliance List or prior to the issuance of a Standardized Appliance List; however, if a combination radio/tape player is purchased, the cassette tape player must be disposed of when the combination radio/tape player is received. Cassette tape players are no longer available for purchase.
15. One combination radio/tape player in lieu of a radio (no. 13 above) and a cassette tape player (no. 14 above); however, a prisoner who does not own a cassette tape player may possess both a radio, if legitimately purchased prior to October 1, 2006, and a combination radio/tape player.
16. One pair of headphones.
17. One calculator.
18. One electric shaver.
19. One beard trimmer for male prisoners only.
20. One lamp.
21. One hair dryer.
22. One curling iron for female prisoners only.
23. One portable fan (Level I only).

#### Health items

24. Prescription glasses and medically necessary items authorized pursuant to PD 04.06.165 "Optometric Services" or PD 04.06.160 "Medical Details and Special Accommodation Notices", as appropriate. Rigid or hard eyeglass cases are prohibited. Prescription eyeglasses and medically necessary items may exceed \$50.
25. Prescription medication as authorized by the appropriate health care provider.
26. One pair of shower shoes purchased through a prisoner store. Shower shoes may be worn only in the housing unit.

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## ATTACHMENT C – continued

### LEVEL I THROUGH III

27. Nicotine replacement therapies as approved by the CFA Deputy Director.

#### Leisure time items

28. Books, magazines, newspapers and catalogs, subject to PD 05.03.118 "Prisoner Mail". Law books and books required for correspondence courses approved pursuant to PD 05.02.119 "Correspondence Courses" or for college programming offered pursuant to PD 05.02.112 "Education Programs for Prisoners" may exceed \$50.
29. Playing cards; does not include trading or collectible cards. New purchases must be through a prisoner store.
30. 24 cassette tapes if cassette tape player or combination radio/tape player is owned or on order. A "dry" cassette head cleaner may be included as one of the 24 tapes. Cassette tapes required for correspondence courses approved pursuant to PD 05.02.119 "Correspondence Courses" or for college programming offered pursuant to PD 05.02.112 "Education Programs for Prisoners" may exceed \$50.
31. One cassette tape case if cassette tapes are owned or on order. New purchases shall not have more than 24 slots. The case must be labeled or inscribed with the prisoner's identification number prior to being given to the prisoner.
32. Table/board games. Electronic/computerized games are prohibited. Fantasy role-playing games (e.g., Dungeons and Dragons) also are prohibited. Chess pieces must be either hollow with no bottom or solid. Games shall not contain dice, metal pieces or other items which may pose a threat to the custody and security of the institution. The game box must be labeled with the prisoner's identification number prior to being given to the prisoner.
33. One photo album/scrapbook without wire/metal binding. New purchases must be through the prisoner store. The album/scrapbook must be labeled with the prisoner's identification number prior to being given to the prisoner.
34. Hobbycraft items as approved on the prisoner's Hobbycraft Card at the facility in which the prisoner is housed.
35. Recreation equipment as specifically approved by the Warden of the institution in which the prisoner is housed; this does not include athletic shoes which are addressed below. The equipment shall be stored in an area identified by the Warden, which may be the prisoner's cell or room. The item must be labeled or inscribed with the prisoner's identification number prior to delivery to the prisoner.
- Athletic shoes also are authorized recreation equipment. Athletic shoes are subject to the footwear limitations set forth in number 5c above and only athletic shoes approved by the CFA Deputy Director or designee may be purchased. Athletic shoes must be labeled with the prisoner's identification number prior to being given to the prisoner. Athletic shoes shall not be worn on visits or on assignments where state-issued footwear is required special assignment clothing issued pursuant to PD 04.07.110 "State-Issued Items and Cell/Room Furnishings".
36. One musical instrument and one case, as specifically approved by the Warden of the institution in which the prisoner is housed. The instrument shall be stored in an area identified by the Warden, which may be the prisoner's cell or room. The case must be labeled or inscribed with the prisoner's identification number prior to delivery to the prisoner.

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## ATTACHMENT C – continued

### LEVEL I THROUGH III

#### Personal items

37. If married or widowed, one plain wedding band/set without stones or insignia.
38. Other religious items, as authorized by PD 05.03.150 "Religious Beliefs and Practices of Prisoners". Religious clothing is addressed in no. 6 above and publications are addressed in no. 28 above. All religious symbols and emblems authorized pursuant to PD 05.03.150 must be worn only under clothing; i.e., they shall not be visible.
39. One padlock for each footlocker and wall locker. New padlocks must be purchased through the prisoner store. Staff must have a key to unlock all locks. The padlock must be inscribed with the prisoner's identification number prior to delivery to the prisoner.
40. Written material, including personal correspondence and photographs, subject to PD 05.03.118 "Prisoner Mail". This includes stamped self-addressed envelopes from attorneys and legitimate religious organizations as authorized in PD 05.03.118. Publications are included in no. 28 above.
41. One wristwatch. Only time, day, date, alarm, dial or face illumination, and stop watch functions are allowed.
42. One pair of sunglasses with plastic frames and lenses. Lenses shall neither be mirrored nor have similar solid reflective coating. New purchases must be through a prisoner store.
43. One pair of small post type earrings, not to exceed a retail value of \$20. Earrings may be worn only if gold or silver in color, and worn only in the ear.
44. One shaving or cosmetic bag as approved by the CFA Deputy Director. New purchases must be through a prisoner store.
45. Non-white towels (no larger than 27"x50") and washcloths. New purchases must not be black. The towels and washcloths must be labeled with the prisoner's identification number before being given to the prisoner.

#### Miscellaneous items

46. Legal property, as set forth in Paragraphs M and N. Law books are included in 28 above.
47. One footlocker. Additional footlockers for excess allowable legal property are discussed in 48. New footlockers must be purchased from the Standardized Property List. The footlocker must be labeled or inscribed with the prisoner's identification number prior to being given to the prisoner.
48. Footlocker(s) if required to store excess allowable legal property, after a hearing conducted as set forth in Paragraph N. The footlocker shall be used to store excess allowable legal property only. New footlockers must be purchased from the Standardized Property List. Each footlocker must be labeled or inscribed with the prisoner's identification number prior to being given to the prisoner.
49. A calendar. New purchases must be through prisoner store or as provided for in Paragraph E.
50. Other prisoner store items currently on the Standardized Store List and metered envelopes purchased through a prisoner store. Consumable or expendable items, including metered envelopes shall not be

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**ATTACHMENT C – continued**

**LEVEL I THROUGH III**

permitted to accumulate in excess of \$100. However, a prisoner shall not have in his/her possession at any time more than the equivalent of 30 metered envelopes.

APPROVED: PLC 09/29/08

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## ATTACHMENT D

### STANDARDIZED PROPERTY LIST

<u>Item</u>	<u>Make and Model</u>
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Beard Trimmer (male prisoners only)	Conair 100A Norelco T-510
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NOTE: Trimmer oil is not authorized personal property; therefore, if received with a beard trimmer, the oil is to be removed prior to giving the trimmer to the prisoner.

Calculator	Sentry CA366 Sentry CA367
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Combination Radio/Tape Player	Sony WM-FX193 Sentry TR 792
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NOTE: A prisoner who was transferred to the Virginia Department of Corrections under the Interstate Corrections Compact who legitimately purchased an AIWA HS-TX476 or AIWA HS-TX486 combination radio/tape player through the Virginia Department of Corrections is allowed to keep it.

Curling Iron (female prisoners only)	Conair
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Fan (portable)	Lakewood 6" Clear Desk Fan Optimus Clear 6" Desk Fan
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Footlocker	MSI 2640 (silver) MSI 2640L (blue)
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NOTE: Only blue footlocker is allowed to be purchased for authorized excess legal property.

Hair Dryer	Eltron OL-1500 Conair Clear 1600
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Headphone	Koss CL-4 Koss CL-19
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NOTE: A prisoner may have a maximum of one pair of headphones in his/her possession.

Lamp/Replacement Bulb	Dana Lighting Mini Fluorescent Lamp Bulb F8T5/CW-CE or Bulb 50338
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Portable Media Player/ Accessories	Secure Media Systems SEC-100 Player
Portable Media Player Cover	Secure Media Systems CVR - 100
Replacement Ear Buds	Secure Media Systems EBD -100
Replacement Charger	Secure Media Systems CHG - 100

NOTE: Accessories allowed only if prisoner possesses a portable media player; cover also allowed if prisoner has a portable media player on order. A prisoner may have a maximum of one set of portable media player ear buds and one portable media charger.

Shaver: Men's Women's	Norelco, Model 6940LC Conair Wet/Dry Shaver
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**ATTACHMENT D - continued**

**STANDARDIZED PROPERTY LIST**

<u>Item</u>	<u>Make and Model</u>
Surge Protector	Magnavox - M62900 (single outlet) Petra Mfg. Part #11110T/A-1611(single outlet)

NOTE: Surge protector allowed only if prisoner possesses or has on order a typewriter.

Television	K-TV KT92007 RCA J13804CL
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NOTE: At facilities where prisoners have cable/satellite television programming available, external antennas were removed from previously approved televisions prior to giving the television to the prisoner. That antenna shall be stored for the prisoner and transfer with the prisoner's personal property when the prisoner transfers to another facility.

Typewriter	Swintec 2416DM/128K (clear cabinet portable memory typewriter) Swintec 2410CC (clear cabinet portable typewriter)
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NOTE: Typewriters must be purchased from the Swintec Corporation, 320 Commercial Avenue, Moonachie, NJ 07074 (1-800-225-0867). Typewriters will be shipped with a nylon ribbon cartridge and without a paper bail.

APPROVED: PLC 12/18/08